

# Facility Services

Jim Durfee, Director

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## **MISSION STATEMENT**

To manage Placer County property assets in a responsible manner that maximizes the useful life, the economic opportunity, and the occupancy of buildings, including the following: real property leasing, maintenance and custodial services, infrastructure improvements, and acquisitions and divestitures; all conducted with appropriate fiscal and management oversight.

<b>Appropriation</b>	<b>Actual 2004-05</b>	<b>Position Allocations</b>	<b>BOS Adopted 2005-06</b>	<b>Position Allocations</b>
Building Maintenance	\$ 5,334,095	77	\$ 5,996,799	80
Property Management (Enterprise Fund) *	3,449,654	5	3,492,907	6
Administration & Support	512,992	12	655,532	13
Total:	<u>\$ 9,296,741</u>	<u>94</u>	<u>\$ 10,145,238</u>	<u>99</u>

\* Amounts include total operating expenses and fixed assets

## **CORE FUNCTIONS**

### Building Maintenance

Provides a broad range of building maintenance, construction, and custodial services, and pays for site utilities (electrical, gas, sewer and water) to facilities owned or leased by Placer County. Proactive maintenance and cleaning of Placer County facilities protects the health of the building occupants, provides a comfortable atmosphere for conducting county business, and protects the County's investment in facilities.

### Property Management (Enterprise Fund)

Provides a variety of real estate services, including leasing, property management, and acquisitions and divestitures of real property. This asset management activity generates revenue from, and provides stewardship over, Placer County real-property assets, and provides comprehensive public information regarding these assets.

## **Administration & Support**

Provide management and administrative support to the operating divisions of the Facility Services Department in carrying out the policy directives of the County Executive Office (CEO) and the Board of Supervisors; and assure the department functions in the most appropriate, effective and efficient manner possible in providing services to the public and other county departments.

### FY 2004-05 Major Accomplishments

- Americans with Disabilities Act (ADA) access projects completed at Squaw Valley and Loomis Park sites.
- Auburn Animal Control remodel project completed.
- Burton Creek inmate sally port project completed.
- Ron L. Fiest Park sidewalks and electrical project completed.
- Remodeled DeWitt building 318 for the Probation Department's Day Reporting Program.

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- Remodeled DeWitt building 318 for the Public Guardian Program.
- ADA access, security, and restroom project for Health and Human Services (HHS) were completed at DeWitt building 117.
- Remodeled DeWitt building 210 for the Special Districts Division of Facility Services.
- Installed sidewalk and retaining wall at the Administrative Center (Domes).
- Completed ADA improvements to the Roseville Memorial Hall restrooms.
- Installed 30 efficient HVAC units to county offices, which will reduce energy usage.
- Installed a new efficient HVAC unit and upgraded the facilities interior at the Stewart Hall, located in Sheridan.
- Completed the sale of surplus county property on Maple Street in Auburn.
- Completed a Placer Legacy acquisition of the no-cost 560-acre Blue Oak Ranch Conservation Easement.
- Completed a Placer Legacy acquisition of the 220-acre Didion Ranch property, which will become a key element of the County Parks System.
- Completed the Placer Legacy acquisition of the 15-acre Gould Property in Cisco Grove.
- Completed the acquisition of the Ron L. Feist Park in Granite Bay.
- Completed Phase I implementation of the DeWitt Signage Project.
- Completed implementation of Energy Management / Electronic Data Interchange (EDI) software, which will permit Facility Services staff to receive, audit and pay approximately 400 PG&E bills, through paperless technology.
- Managed all aspects of the County's occupancy in 53 leased buildings comprising 220,955 square feet. These leases represent an annual county expenditure of \$3.16 million dollars in rent. Management entailed reviewing routine and emergency issues diligently and in a timely manner, calculating rental adjustments, tracking and negotiating lease renewals, and coordinating departmental occupancy of these facilities.
- Continued to manage the DeWitt Center as a productive county asset by maintaining a 97% occupancy rate in the original buildings. These 63 leases, comprising 195,742 square feet of space, generate annual revenues of approximately \$887,850 used to fund infrastructure and improvement projects in the complex.

## FY 2005-06 Planned Accomplishments

- Continue efforts to upgrade county facilities to provide safety improvements.
- Re-roof the Tahoe Administration Facility in Tahoe City.
- Improve the Fulweiler Administration Annex Parking lot.
- Continue improvements to the Domes Center.

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- Continue HVAC equipment upgrades and replacements and lighting upgrades to help curtail rising energy costs.
- Continue identifying and improving ADA accessibility to county facilities.
- Negotiate, lease and coordinate occupancy of the developer-owned office building at the South Placer Justice Center.
- Initiate, research, and develop a DeWitt Masterplan for the long range planning of buildings, infrastructure and other improvements.
- Pursue ongoing implementation of the DeWitt Signage Project.
- Support Telecommunication's countywide Radio Network Project, through the negotiation of new leases, and the modification of existing lease agreements.
- Complete trail easement negotiations and real property acquisitions for a trail planned to follow the North Fork of the American River.
- Continue support of the Placer Legacy Program through acquisition of identified properties and conservation easements.

## Department Comments

The Building Maintenance Division is responsible for maintaining and cleaning county facilities. As a result of budget constraints in FY 2004-05, the division balanced the reduction of staffing levels, while continuing to provide acceptable levels of service. This year, the division continues to operate at staffing levels below those prior to FY 2004-05. The Proposed Budget for 2005-06 recognizes the impending completion of the Auburn Justice Center and the Land Development Building. These buildings do result in an increase in square footages for both building maintenance and custodial services. The division will continue to work to cost-effectively provide service levels that ensure clean, healthy work environment for county staff and the public, while protecting the investment in these new facilities. The department continues to emphasize the importance of training for staff to meet the challenge of keeping up with evolving technologies, particularly in the HVAC, fire suppression and detection, and security areas.

The Property Management Division faces similar challenges in absorbing mandated increases in salaries and benefits, while meeting the commitments of an expanding workload. The Didion and Gould acquisition projects consumed significant staff resources during FY 2004-05, while the division continued to perform required property-management services associated with 53 private leases and 63 leases in the DeWitt Center. To expand the division's effectiveness, and address increasing demands of the County Property Management Program, the department requests a new senior project manager position in the FY 2005-06 Budget.

## County Executive Comments and Recommendations

The recommended *Building Maintenance* budget restores funding for essential services. Last fiscal year cost saving measures that were instituted resulted in reductions to service, and the deferral of equipment purchases and vehicle replacements. As a result, this year additional funding is recommended for two previously unfunded floor crew positions, equipment replacements and to procure new equipment required for the Auburn Justice and Land Development facilities. Utility costs constitute a significant portion of the budget (\$2.3 million) and although utility increases are not anticipated at this time, these may need to be adjusted at a later date. This budget charges various county department budgets for utilities, building maintenance, major improvements and special and custodial services. The budget also receives revenue from rents paid by community groups and individuals for use of the memorial halls, and from county departments, the DeWitt Enterprise Fund and the Redevelopment Agency for maintenance, custodial services and utilities.

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The *DeWitt Development Enterprise Fund* includes funding for salary and benefits increases, and additional funding for 1 senior project manager. Several building and improvement projects are being rebudgeted from the prior fiscal year: DeWitt waterline replacement (\$700,000), building demolition (\$200,000), DeWitt signage (\$26,000), Dewitt energy generation (\$200,000), and other projects (\$170,000). General Fund departments occupy a significant amount of space at the DeWitt Center. To offset these costs, the General Fund will contribute \$1,335,000 toward rent space, \$125,000 for utility usage, and \$260,159 for property management and legacy costs. Revenues will be generated from private-property leases (\$896,620), interest (\$80,000), and reimbursements for maintenance projects and other (\$461,502).

The *Facility Services Administration* includes approved salary and benefit increases, and additional funding for an administrative technician allocation that was moved into this appropriation from the Solid Waste Management Enterprise Fund. This budget charges the Facility Services divisions and the County Building Fund and the following for administrative support: DeWitt Enterprise Fund, Solid Waste Management, the Western Placer Waste Management Authority, the Eastern Regional Landfill, Special District Services, Sewer Maintenance Districts and various County Service Areas.

## Final Budget Changes from the Proposed Budget

Adjustments to the *Building Maintenance* appropriation directly relate to the scheduled openings, and the associated janitorial and utility expenses, of two new County facilities: the Community Development Resource Center (CDRC) and the Fulweiler Administrative building (\$336,375). Offsetting these costs will be increased reimbursements for these services and capital improvements (\$501,640). Other adjustments include a roof replacement at the Tahoe Administrative building (\$75,000), a new fire system at the Historic Courthouse (\$75,000), and replacement vehicle upgrades (\$42,000). Other adjustments include rental income will be received from various agencies residing in the new facilities (\$71,896).

The *DeWitt Development Enterprise Fund* final budget adjustments include reductions for building and improvement projects completed in the prior fiscal years (\$306,000), and new funding for the Dewitt Signage Project (\$55,000), Asbestos Abatement (\$50,000) and the Dewitt Expansion Project (\$75,000). This fund will receive rental income from the Fulweiler Annex (\$35,859), and funding for the Dewitt Expansion Project (\$75,000). Other Dewitt rents are expected to decrease (\$10,738). Excess funds will be placed in two reserve accounts, Designated for Contingency (\$487,043) and Designated for Fulweiler (\$35,859).

### *Facility Services Administration*

None

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## BUILDING MAINTENANCE FUND 100 / APPROPRIATION 10650

	Actual 2003-04	Actuals 2004-05	Requested 2005-06	Recommended 2005-06	Change %	Adopted 2005-06
<b>Expenditures</b>						
Salaries and Employee Benefits	\$ 4,255,443	\$ 4,453,890	\$ 5,809,817	\$ 5,085,708	14%	\$ 5,154,901
Services and Supplies	3,909,317	3,744,253	4,077,765	4,158,881	11%	4,576,063
Other Charges	15,402	15,402	16,000	16,000	4%	16,000
Capital Assets	35,034	-	30,500	30,500	100%	30,500
Other Financing Uses	-	-	-	-	0%	42,000
Intra Fund Charges	326,815	330,785	422,171	427,250	29%	427,250
<b>Gross Budget:</b>	<b>8,542,011</b>	<b>8,544,330</b>	<b>10,356,253</b>	<b>9,718,339</b>	<b>14%</b>	<b>10,246,714</b>
Intra Fund Credits	(3,185,692)	(3,210,235)	(3,612,504)	(3,748,275)	17%	(4,249,915)
Appropriations for Contingencies	-	-	-	-	0%	-
<b>Net Budget:</b>	<b>\$ 5,356,319</b>	<b>\$ 5,334,095</b>	<b>\$ 6,743,749</b>	<b>\$ 5,970,064</b>	<b>12%</b>	<b>\$ 5,996,799</b>
<b>Revenue</b>						
Revenue from Use of Money and Property	\$ 37,323	\$ 45,723	\$ 37,323	\$ 37,323	-18%	\$ 109,219
Intergovernmental Revenue	364	-	-	-	0%	-
Charges for Services	1,435,008	1,529,584	1,532,652	1,528,527	0%	1,528,527
Miscellaneous Revenue	5,812	7,552	-	-	-100%	-
<b>Total Revenue:</b>	<b>1,478,507</b>	<b>1,582,859</b>	<b>1,569,975</b>	<b>1,565,850</b>	<b>-1%</b>	<b>1,637,746</b>
<b>Net County Cost:</b>	<b>\$ 3,877,812</b>	<b>\$ 3,751,236</b>	<b>\$ 5,173,774</b>	<b>\$ 4,404,214</b>	<b>17%</b>	<b>\$ 4,359,053</b>
Allocated Positions	77	77	83	77	0%	80

## CORE FUNCTION: BUILDING MAINTENANCE

### Maintenance of County Facilities & Veteran Memorial Halls Program

**Program Purpose:** To provide well-maintained facilities and to fund building utility services so that Placer County employees and the public are safe and comfortable in their work environment and while conducting county business.

**Total Expenditures:** \$2,796,019  
**Utility Expenditures:** \$2,247,386

**Total Staffing:** 27.24  
**Total Staffing:** 0.00

- **Key Intended Outcome:** Visitors and employees are provided with comfortable, well-maintained facilities.

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Maintenance of County Facilities & Veteran Memorial Halls Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
# of maintenance service requests received annually / % of maintenance service requests responded to and completed within five working days	5,253 / 95%	4,581 / 95%	4,842 / 97%	N/A
# of kilowatt-hours (KWA) used per square foot / % of change in kilowatt-hours per square foot compared to prior year	24.58 KWA / N/A%	26.30 KWA / 6.77%	27.8 KWA / 5.1%	25.00 KWA / <4.9%>
# of square feet maintained per maintenance employee	53,071	55,379	71,898	56,360

**Program Comments:** Amount of service request received and responded to shows the daily workload of maintenance personnel and their response to calls. Number of KWA's used will reflect if energy conservation efforts reduce KWA's. Square feet maintained will reflect the growth in the County.

## Custodial Services Program

**Program Purpose:** To provide Placer County employees and the public a clean environment, protecting their health and safety in a responsive manner.

**Total Expenditures:** \$4,339,783

**Total Staffing:** 46.28

- **Key Intended Outcome:** Employees and the public are provided a clean environment in which to conduct business.

Custodial Services Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
# of square feet of general office space maintained per custodian	N/A	24,939	29,869	27,132
# of square feet of historic / library space maintained per custodian	N/A	23,209	23,208	23,209
% of Veteran Hall users who rate facility condition and cost as adequate or better	N/A	N/A	N/A	N/A

**Program Comments:** Twenty-thousand square feet is standard for service and that increasing square feet will affect level of service and historic/library space commonly require a higher level of service due to usage.

## Building Maintenance Facility Improvements Program

**Program Purpose:** To provide labor, including use of inmate labor, and materials for small-scale construction projects in facilities owned or leased by the County in order to provide cost-effective facility improvements.

**Total Expenditures:** \$973,064

**Total Staffing:** 9.48

- **Key Intended Outcome:** Cost-effective facility improvements.

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Building Maintenance Facility Improvements Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
% of projects completed within project budget	N/A	100%	100%	100%
# of trustee hours used per quarter	N/A	27,776	17,840	N/A

**Program Comments:** Efficiency in the facility improvements crew and the number of trustee hours used per quarter that shows an overall savings to the County.

## PROPRIETARY FUND

### PROPERTY MANAGEMENT ENTERPRISE FUND FUND 220600 / APPROPRIATION 06200

	Actual 2003-04	Actuals 2004-05	Requested 2005-06	Recommended 2005-06	Change %	Adopted 2005-06
<b>Operating Expenses</b>						
Salaries and Employee Benefits	\$ 304,987	\$ 441,718	\$ 533,586	\$ 529,885	20%	\$ 529,885
Services and Supplies	1,956,376	1,999,684	2,279,068	2,279,068	14%	2,279,068
Other Charges	430,820	376,140	300,604	300,604	-20%	300,604
Other Financing Uses	1,126,900	632,112	333,350	333,350	-47%	333,350
Appropriations for Contingencies	-	-	50,000	50,000	100%	50,000
<b>Total Operating Expenditures:</b>	<b>\$ 3,819,083</b>	<b>\$ 3,449,654</b>	<b>\$ 3,496,608</b>	<b>\$ 3,492,907</b>	<b>1%</b>	<b>\$ 3,492,907</b>
<b>Revenue</b>						
Revenue from Use of Money and Property	\$ 968,130	\$ 990,951	\$ 981,620	\$ 976,620	-1%	\$ 1,001,741
Charges for Services	407,644	367,813	643,903	721,661	96%	721,661
Miscellaneous Revenue	267,326	342,957	57,758	-	-100%	-
Other Financing Sources	1,763,002	1,510,000	1,460,000	1,460,000	-3%	1,535,000
<b>Total Revenue:</b>	<b>3,406,102</b>	<b>3,211,721</b>	<b>3,143,281</b>	<b>3,158,281</b>	<b>-2%</b>	<b>3,258,402</b>
<b>Net Income (Loss)</b>	<b>\$ (412,981)</b>	<b>\$ (237,933)</b>	<b>\$ (353,327)</b>	<b>\$ (334,626)</b>	<b>41%</b>	<b>\$ (234,505)</b>
Fixed Assets	\$ -	\$ -	\$ 1,296,000	\$ 1,296,000	100%	\$ 1,170,000
Allocated Positions	5	5	6	6	20%	6

## CORE FUNCTION: PROPERTY MANAGEMENT

### Private Property Leasing Program

**Program Purpose:** To identify opportunities, negotiate agreements, coordinate occupancies, and perform management services for lease of private buildings when county operations cannot be accommodated within existing county facilities.

**Total Expenditures:** \$1,206,140

**Total Staffing:** 1.51

- **Key Intended Outcome:** Secure leases commensurate with the average regional rate.

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Private Property Leasing Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
# of existing expense leases managed (quantity / square feet)	52 / 222,258	53 / 221,258	52 / 217,347	53 / 224,258
# of existing expense leases managed per staff	17.3	26.5	26	26.5
# of new expense leases negotiated (all regions)	5	5	4	1

**Program Comments:** The heavy lease management workload continues to be performed by this division's two project managers. We project fewer negotiations for new office-space leases next year, however downsizing or departmental reconfigurations could require increased project management of tenant improvements. A significant body of new work in FY 2005-06 is projected for the Countywide Radio Network, which will require negotiation of several new tower and ground lease agreements, and the modification of existing county leases of private property.

## Property Acquisition Program

**Program Purpose:** To identify, evaluate, negotiate, and secure real property in support of county operations, programs and goals. (e.g. property for parks, libraries, trails and Placer Legacy Program).

**Total Expenditures:** \$1,006,448

**Total Staffing:** 1.26

- **Key Intended Outcome:** Acquire property commensurate with the appraised values.

Property Acquisition Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
# of completed property acquisitions (quantity/cost)	0 / 0	3 / \$5.55 M	2 / \$940,736	4 / \$30,000
% comparison, acquisition price vs. fair market value.	N/A	100%	100%	100%
# ongoing acquisition projects	2	7	6	4
# work hours expended on acquisition projects, per period	202	803	1,017	300

**Program Comments:** The responsibilities associated with this program continue to represent a significant workload for the division. We anticipate that the acquisition projects projected for completion in FY 2005-06 will be less complex than either the Didion or Gould acquisitions. This, coupled with experience gained over the past two fiscal years, will enable staff to increase the efficiency of the acquisition process.

## DeWitt Management Program

**Program Purpose:** To manage the DeWitt Center property in order to produce revenue to maintain infrastructure and fund capital projects in support of the development of the Placer County Government Center.

**Total Expenditures:** \$942,546

**Total Staffing:** 1.18

- **Key Intended Outcome:** Maintain 100% occupancy of available lease space.



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DeWitt Management Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
# of existing revenue leases managed (quantity / square feet)	68 / 209,565	63 / 198,292	63 / 199,713	67 / 205,524
# of existing revenue leases managed per staff member	22.6	31.5	31.5	33.5
% of lease space occupied	95%	90%	99%	97%
\$ amount of revenue generated	\$891,197	\$884,217	\$861,526	\$896,620
% change in revenue over prior year	101%	99%	97%	101%

**Program Comments:** DeWitt tenancy continues to be stable, with only a minor amount of turnover. Given the nature of our many long-term tenants, we project a modest increase in annual revenue. The work that Building Maintenance performs for the DeWitt Enterprise Fund continues to maintain these leased buildings in good condition, and we project no major renovations in the coming fiscal year.

## County Property Management Program

**Program Purpose:** To manage and lease Placer County-owned properties, sell surplus property, and research and respond to inquiries raised by the public, other agencies, and county departments.

**Total Expenditures:** \$1,637,474

**Total Staffing:** 2.05

- **Key Intended Outcome:** To manage, lease, and sell property to achieve the greatest value to the County, and to respond to inquiries in a timely fashion.

County Property Management Indicators:	Actual 2002-03	Actual 2003-04	Actual 2004-05	Projected 2005-06
# of existing revenue leases managed quarterly	15	18	23	19
# of existing revenue leases managed per staff member	15	18	23	19
\$ total rent from leasing county-owned non-DeWitt properties	\$31,000	\$40,468	\$37,594	\$49,111
# of surplus properties sold	0	1	0	0

**Program Comments:** The division continues to manage a number of long-standing leases that generate this modest income for the County. The properties managed under this category are not typically associated with any county department, and are simply held by Placer County. In the past two years, a large number of cellular telephone companies have approached the division with inquiries about county property. The evaluation, negotiation and preparation of cellular telephone leases are a very complex and time-consuming process. As we project that this type of interest will continue to increase, and to address the technical nature of the workload, the department requests a new senior project manager allocation in FY 2005-06.

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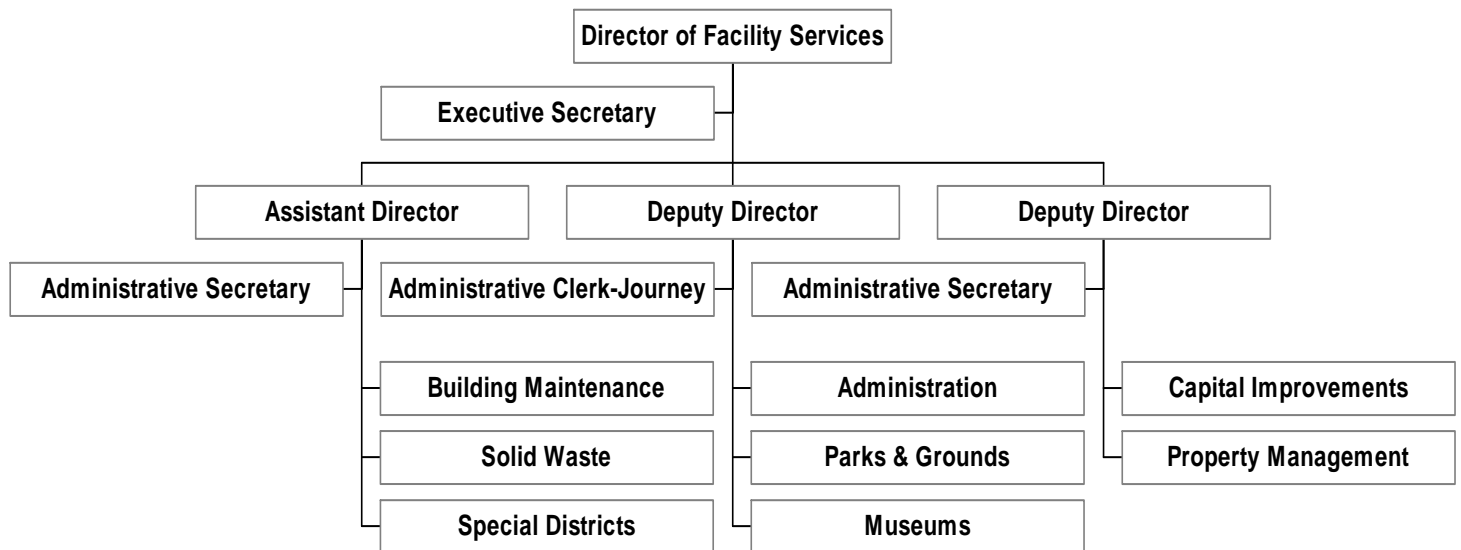
## ADMINISTRATION & SUPPORT FUND 100 / APPROPRIATION 11250

	Actual 2003-04	Actuals 2004-05	Requested 2005-06	Recommended 2005-06	Change %	Adopted 2005-06
<b>Expenditures</b>						
Salaries & Employee Benefits	\$ 802,200	\$ 818,102	\$ 1,139,076	\$ 1,139,076	39%	\$ 1,139,076
Services and Supplies	65,501	58,904	101,538	101,538	72%	101,538
Intra Fund Charges	28,917	33,077	44,742	44,742	35%	44,742
<b>Gross Budget:</b>	896,618	910,083	1,285,356	1,285,356	41%	1,285,356
Intra Fund Credits	(430,442)	(397,091)	(629,824)	(629,824)	59%	(629,824)
<b>Net Budget:</b>	\$ 466,176	\$ 512,992	\$ 655,532	\$ 655,532	28%	\$ 655,532
<b>Revenue</b>						
Charges for Services	\$ 485,484	\$ 482,371	\$ 655,532	\$ 655,532	36%	\$ 655,532
Miscellaneous Revenue	86	-	-	-	0%	-
<b>Total Revenue:</b>	485,570	482,371	655,532	655,532	36%	655,532
<b>Net County Cost:</b>	\$ (19,394)	\$ 30,621	\$ -	\$ -	-100%	\$ -
Allocated Positions	12	12	13	13	8%	13

**Program Purpose:** Provide management and administrative support for all operating divisions of the Facility Services Department, including such tasks as processing payroll, paying invoices, maintaining personnel processes and procedures, managing contracts and maintaining capital projects. Provide financial support for the Western Placer Waste Management Authority.

Allocation of Administration and Support Expenditure Budget	Amount	Percent
Building Maintenance	\$218,511	17.0%
Property Management	154,243	12.0%
Parks & Grounds Services	231,364	18.0%
Museums	12,854	1.0%
Special District Services	192,803	15.0%
Solid Waste Management	64,268	5.0%
Eastern Regional Landfill	3,213	0.3%
Capital Improvements	141,389	11.0%
Western Placer Waste Management	167,096	13.0%
Other	99,615	7.7%
<b>Total</b>	<b>\$1,285,356</b>	<b>100%</b>

# DEPARTMENT OF FACILITY SERVICES



**FACILITY SERVICES DEPARTMENT**  
**APPROPRIATION SUMMARY**  
**Fiscal Year 2005-06**

**ADMINISTERED BY:**

**DIRECTOR OF FACILITY SERVICES**

Appropriations	FY 2004-05		FY 2005-06	
	Actual	Position Allocations	BOS Adopted Budget	Position Allocations
<b>GENERAL FUND</b>				
Building Maintenance	\$ 5,334,095	77	\$ 5,996,799	80
Facility Services Administration	512,992	12	655,532	13
Parks & Grounds Maintenance	2,692,813	33	3,779,548	33
Placer County Museum	554,870	7	667,417	7
Subtotal General Fund	\$ 9,094,770	129	\$ 11,099,296	133
<b>OTHER OPERATING FUNDS</b>				
Capital Improvements - Fund 140	\$ 12,508,680	16	\$ 73,037,605	16
Capital Projects Securitization - Fund 141	20,306,046	0	23,377,701	0
Subtotal Other Operating Funds	\$ 32,814,726	16	\$ 96,415,306	16
<b>ENTERPRISE FUNDS</b>				
Eastern Regional Landfill* - Fund 220/400	\$ 1,012,630	0	\$ 1,398,551	0
ERSLA Post Closure* - Fund 220/404	170,769	0	60,000	0
Solid Waste Management* - Fund 220/450	2,002,091	20	2,786,463	20
Property Management* - Fund 220/600	3,449,654	5	3,492,907	6
Subtotal Enterprise Funds	\$ 6,635,144	25	\$ 7,737,921	26
<b>INTERNAL SERVICE FUND</b>				
Special District Services* - Fund 260/800	\$ 4,522,095	44	\$ 5,361,077	44
<b>TOTAL ALL FUNDS</b>	\$ 53,066,735	214	\$ 120,613,600	219

\*Budget includes total operating expenses and fixed assets.

# Facility Services Administration

## General Fund

Fund: 100

Subfund: 0

Appropriation: 11250

Budget Category (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Dept Req 2005-06 (4)	CEO Rec 2005-06 (5)	BOS Adopted 2005-06 (6)
<b>Salaries &amp; Benefits</b>					
1001 Employee Paid Sick Leave	1,434	1,040	1,500	1,500	1,500
1002 Salaries and Wages	595,249	576,440	783,810	783,810	783,810
1003 Extra Help	6,668		15,489	15,489	15,489
1005 Overtime & Call Back	380	(81)	5,000	5,000	5,000
1007 Comp for Absence-Illness	1,851				
1300 P.E.R.S.	60,066	106,504	161,591	161,591	161,591
1301 F.I.C.A.	42,187	41,579	61,529	61,529	61,529
1310 Employee Group Ins	76,725	84,164	98,257	98,257	98,257
1315 Workers Comp Insurance	17,640	8,456	11,900	11,900	11,900
<b>Total Salaries &amp; Benefits</b>	<b>802,200</b>	<b>818,102</b>	<b>1,139,076</b>	<b>1,139,076</b>	<b>1,139,076</b>
<b>Services &amp; Supplies</b>					
2051 Communications - Telephone	15,574	15,018	18,000	18,000	18,000
2140 Gen Liability Ins	10,399	10,080	36,010	36,010	36,010
2439 Membership/Dues	307	446	800	800	800
2481 PC Acquisition	7,886		7,630	7,630	7,630
2511 Printing	4,856	4,352	5,000	5,000	5,000
2523 Office Supplies & Exp	5,461	6,969	7,500	7,500	7,500
2524 Postage	1,028	1,258	2,500	2,500	2,500
2555 Prof/Spec Svcs - Purchased	7,345	11,635	5,000	5,000	5,000
2556 Prof/Spec Svcs - County	260	1,581			
2701 Publications & Legal Notices	377	487	500	500	500
2709 Rents & Leases - Computer SW	2,683	1,452	4,698	4,698	4,698
2809 Rents and Leases-PC	2,267	418			
2838 Special Dept Expense-1099 Repor		85			
2840 Special Dept Expense	4,862	3,163	8,000	8,000	8,000
2844 Training	1,055	314	4,000	4,000	4,000
2931 Travel & Transportation	109	308	500	500	500
2932 Mileage	1,032	1,338	1,400	1,400	1,400
<b>Total Services &amp; Supplies</b>	<b>65,501</b>	<b>58,904</b>	<b>101,538</b>	<b>101,538</b>	<b>101,538</b>
<b>Charges From Departments</b>					
5310 I/T Employee Group Insurance	22,939	28,992	37,581	37,581	37,581
5552 I/T - MIS Services	4,429	3,682	6,161	6,161	6,161
5556 I/T - Professional Services	1,549	353	1,000	1,000	1,000
5844 I/T Training		50			
<b>Total Charges From Departments</b>	<b>28,917</b>	<b>33,077</b>	<b>44,742</b>	<b>44,742</b>	<b>44,742</b>
<b>Gross Budget</b>	<b>896,618</b>	<b>910,083</b>	<b>1,285,356</b>	<b>1,285,356</b>	<b>1,285,356</b>
<b>Less: Charges to Departments</b>					
5002 I/T - County General Fund	(320,799)	(297,720)	(488,435)	(488,435)	(488,435)
5008 I/T - County Office Bldg Fund	(101,907)	(91,929)	(141,389)	(141,389)	(141,389)
5011 I/T - Public Safety Fund	(5,043)	(1,934)			
5026 I/T - Advertising & Promotion Fund	(2,693)	(5,508)			
<b>Total Charges to Departments</b>	<b>(430,442)</b>	<b>(397,091)</b>	<b>(629,824)</b>	<b>(629,824)</b>	<b>(629,824)</b>
<b>Net Budget</b>	<b>466,176</b>	<b>512,992</b>	<b>655,532</b>	<b>655,532</b>	<b>655,532</b>
<b>Less: Revenues</b>					
8293 Facility Services Admin Support	(485,484)	(482,371)	(655,532)	(655,532)	(655,532)
8761 Insurance Refunds	(86)				
<b>Total Revenues</b>	<b>(485,570)</b>	<b>(482,371)</b>	<b>(655,532)</b>	<b>(655,532)</b>	<b>(655,532)</b>
<b>Net County Cost</b>	<b>(19,394)</b>	<b>30,621</b>			

# Building Maintenance

## General Fund

**Fund: 100**

**Subfund: 0**

**Appropriation: 10650**

Budget Category (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Dept Req 2005-06 (4)	CEO Rec 2005-06 (5)	BOS Adopted 2005-06 (6)
<b>Salaries &amp; Benefits</b>					
1001 Employee Paid Sick Leave		113			
1002 Salaries and Wages	2,746,720	2,688,256	3,341,906	3,089,927	3,130,576
1003 Extra Help	95,425	53,564	53,870	53,870	53,870
1005 Overtime & Call Back	18,927	31,887	23,057	23,057	23,057
1006 Sick Leave Payoff	9,116		9,116		
1007 Comp for Absence-Illness		5,788			
1300 P.E.R.S.	269,247	477,554	712,428	659,802	668,444
1301 F.I.C.A.	218,128	221,234	262,238	242,264	245,374
1310 Employee Group Ins	468,470	540,412	808,441	610,312	619,958
1315 Workers Comp Insurance	429,410	435,082	598,761	406,476	413,622
<b>Total Salaries &amp; Benefits</b>	<b>4,255,443</b>	<b>4,453,890</b>	<b>5,809,817</b>	<b>5,085,708</b>	<b>5,154,901</b>
<b>Services &amp; Supplies</b>					
2017 Uniforms	2,502	593			
2051 Communications - Telephone	75,072	64,689	73,516	72,666	72,666
2085 Household Expense	106,809	118,369	169,290	130,000	130,000
2086 Refuse Disposal	245,393	242,396	274,710	274,710	274,710
2273 Parts	1,410	4,555			
2290 Maintenance - Equipment	9,232	13,167	8,989	8,989	8,989
2404 Maintenance Services		(135)			
2405 Materials - Bldgs & Impr	486,550	392,469	532,105	532,105	532,105
2439 Membership/Dues		510			
2481 PC Acquisition	13,847	2,176	9,000	9,000	9,000
2511 Printing	5,645	12,470	500	500	500
2512 Laundry/Dry Cleaning	16,272	12,930	16,164	16,164	16,164
2521 Operating Supplies	74		4,200	4,200	4,200
2522 Other Supplies	130				
2523 Office Supplies & Exp	7,130	6,429	10,686	10,686	10,686
2524 Postage	1,143	1,544	3,792	3,792	3,792
2555 Prof/Spec Svcs - Purchased	451,587	384,213	310,650	310,650	460,650
2556 Prof/Spec Svcs - County	1,123	3,181			
2701 Publications & Legal Notices	1,300		575	575	575
2709 Rents & Leases - Computer SW	22,829	22,407	25,075	25,075	25,075
2710 Rents & Leases - Equipment	15,174	9,612	10,000	10,000	10,000
2727 Rents & Leases - Bldgs & Impr	5,973	6,090	6,500	6,500	6,500
2744 Small Tools & Instruments	19,912	14,313	15,000	15,000	15,000
2770 Fuels & Lubricants	1,189	2,313	2,323	2,323	2,323
2809 Rents and Leases-PC	2,173				
2838 Special Dept Expense-1099 Repor	20,726	96			
2840 Special Dept Expense	36,300	34,020	133,815	133,815	133,815
2844 Training	3,285	2,543	6,300	6,000	6,000
2931 Travel & Transportation	5,045	2,224	7,846	7,846	7,846
2932 Mileage	6,050	6,016	6,810	6,810	6,810
2941 County Vehicle Mileage	196,306	213,501	202,533	202,533	202,533
2965 Utilities	2,149,136	2,171,562	2,247,386	2,368,942	2,636,124
<b>Total Services &amp; Supplies</b>	<b>3,909,317</b>	<b>3,744,253</b>	<b>4,077,765</b>	<b>4,158,881</b>	<b>4,576,063</b>
<b>Other Charges</b>					
3810 Lease Purchase Principal	15,402	15,402	16,000	16,000	16,000
<b>Total Other Charges</b>	<b>15,402</b>	<b>15,402</b>	<b>16,000</b>	<b>16,000</b>	<b>16,000</b>
<b>Fixed Assets</b>					
4451 Equipment	35,034		30,500	30,500	30,500
<b>Total Fixed Assets</b>	<b>35,034</b>		<b>30,500</b>	<b>30,500</b>	<b>30,500</b>
<b>Other Financing Uses</b>					
3776 Contrib Auto Working Capital					42,000
<b>Total Other Financing Uses</b>					<b>42,000</b>
<b>Charges From Departments</b>					

# Building Maintenance

## General Fund

Fund: 100

Subfund: 0

Appropriation: 10650

Budget Category (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Dept Req 2005-06 (4)	CEO Rec 2005-06 (5)	BOS Adopted 2005-06 (6)
5310 I/T Employee Group Insurance	105,297	152,670	191,618	196,697	196,697
5550 I/T - Administration	189,663	155,038	192,975	192,975	192,975
5552 I/T - MIS Services	130		12,180	12,180	12,180
5556 I/T - Professional Services	31,550	23,077	25,398	25,398	25,398
5844 I/T Training	175				
Total Charges From Departments	326,815	330,785	422,171	427,250	427,250
Gross Budget	8,542,011	8,544,330	10,356,253	9,718,339	10,246,714
Less: Charges to Departments					
5002 I/T - County General Fund	(1,108,396)	(1,143,716)	(1,160,970)	(1,125,948)	(1,627,588)
5004 I/T - Road Fund	(92,974)	(106,183)	(101,416)	(101,416)	(101,416)
5008 I/T - County Office Bldg Fund	(344,955)	(337,651)	(565,709)	(365,709)	(365,709)
5009 I/T - County Library Fund	(6,672)	(14,661)	(10,193)	(10,193)	(10,193)
5011 I/T - Public Safety Fund	(1,632,695)	(1,608,024)	(1,774,216)	(2,145,009)	(2,145,009)
Total Charges to Departments	(3,185,692)	(3,210,235)	(3,612,504)	(3,748,275)	(4,249,915)
Net Budget	5,356,319	5,334,095	6,743,749	5,970,064	5,996,799
Less: Revenues					
6965 Rents & Concessions	(37,323)	(45,723)	(37,323)	(37,323)	(109,219)
7479 Other Govts-Trial Courts	(364)				
8196 Buildings & Grounds Services	(1,434,918)	(1,529,246)	(1,530,152)	(1,526,027)	(1,526,027)
8212 Other General Reimbursement	(90)	(338)	(2,500)	(2,500)	(2,500)
8755 Donation	(3,000)				
8761 Insurance Refunds	(162)	(4,440)			
8762 State Compensation Insurance R		(2,632)			
8764 Miscellaneous Revenues	(2,650)	(480)			
Total Revenues	(1,478,507)	(1,582,859)	(1,569,975)	(1,565,850)	(1,637,746)
Net County Cost	3,877,812	3,751,236	5,173,774	4,404,214	4,359,053

Fund: 220 Facilities Fund					
Subfund: 600 Dewitt Development					
Budget Unit: 6200 Dewitt Development					Approved Adopted by the Board of Supervisors 2005-06 (6)
Operating Detail (1)	Actual 2003-04 (2)	Actual 2004-05 (3)	Department Request 2005-06 (4)	Recommended by C.E.O. 2005-06 (5)	
<b>Operating Income</b>					
6961 DeWitt Property Rent			896,620	896,620	885,882
6965 Rents & Concessions					35,859
8193 Other Services	103,088	98,571	145,700	145,700	145,700
8212 Other General Reimbursement	304,556	269,242	498,203	575,961	575,961
8764 Miscellaneous Revenues			57,758		
<b>Total Operating Income</b>	<b>407,644</b>	<b>367,813</b>	<b>1,598,281</b>	<b>1,618,281</b>	<b>1,643,402</b>
<b>Operating Expenses</b>					
1002 Salaries and Wages	249,039	304,233	367,327	364,476	364,476
1004 Accr Compensated Leave	(21,030)	14,874			
1005 Overtime & Call Back	3,041	3,511	5,068	5,068	5,068
1300 P.E.R.S.	25,474	56,679	77,370	76,778	76,778
1301 F.I.C.A.	19,243	24,444	28,488	28,270	28,270
1310 Employee Group Ins	27,982	33,872	50,171	50,171	50,171
1315 Workers Comp Insurance	1,238	4,105	5,162	5,122	5,122
2051 Communications - Telephone	4,887	7,182	7,584	7,584	7,584
2140 Gen Liability Ins	6,665	6,268	6,005	6,005	6,005
2290 Maintenance - Equipment			6,000	6,000	6,000
2310 Employee Benefits Systems	10,443	11,063	14,322	14,322	14,322
2405 Materials - Bldgs & Impr	214		50,000	50,000	50,000
2439 Membership/Dues	717	1,432	1,410	1,410	1,410
2481 PC Acquisition	5,821		6,104	6,104	6,104
2511 Printing	2,108	2,719	2,200	2,200	2,200
2522 Other Supplies	14		470	470	470
2523 Office Supplies & Exp	2,521	2,840	5,500	5,500	5,500
2524 Postage	1,458	1,717	1,950	1,950	1,950
2550 Administration	90,431	100,673	154,243	154,243	154,243
2555 Prof/Spec Svcs - Purchased	158,726	69,222	140,447	140,447	140,447
2556 Prof/Spec Svcs - County	1,205,313	1,252,907	1,350,340	1,350,340	1,350,340
2701 Publications & Legal Notices	442	446			
2709 Rents & Leases - Computer S	8,373	7,949	6,493	6,493	6,493
2710 Rents & Leases - Equipment			1,000	1,000	1,000
2727 Rents & Leases - Bldgs & Impr	20,897	22,158	31,302	31,302	31,302
2744 Small Tools & Instruments	142		300	300	300
2809 Rents and Leases-PC	1,866				
2840 Special Dept Expense	3,010	2,384	6,768	6,768	6,768
2844 Training		1,724	3,030	3,030	3,030
2931 Travel & Transportation		1,146	200	200	200
2932 Mileage	724	962	1,200	1,200	1,200
2941 County Vehicle Mileage			200	200	200
2965 Utilities	431,604	506,892	482,000	482,000	482,000
3701 Equipment Depreciation	2,200	2,200	2,200	2,200	2,200
3702 Bldg & Impr Depreciation	425,946	371,266	295,730	295,730	295,730
3704 Infrastructure Depreciation	2,674	2,674	2,674	2,674	2,674
3778 Operating Transfer Out - Capital	790,788	296,000			
3780 Contrib to Other Funds	336,112	336,112	333,350	333,350	333,350
5600 Appropriation for Contingencies			50,000	50,000	50,000
<b>Total Operating Expenses</b>	<b>3,819,083</b>	<b>3,449,654</b>	<b>3,496,608</b>	<b>3,492,907</b>	<b>3,492,907</b>
<b>Net Operating Income (Loss)</b>	<b>(3,411,439)</b>	<b>(3,081,841)</b>	<b>(1,898,327)</b>	<b>(1,874,626)</b>	<b>(1,849,505)</b>
<b>Non-Operating Revenue (Expense)</b>					
6950 Interest	79,043	73,395	85,000	80,000	80,000
6961 DeWitt Property Rent	889,087	915,998			
6965 Rents & Concessions		1,558			
8764 Miscellaneous Revenues	267,326	342,957			
8779 Contributions from General Fund	1,460,000	1,460,000	1,460,000	1,460,000	1,535,000
8954 Operating Transfers In	303,002				
8990 Operating Trans In - Capital Impr		50,000			
<b>Total Non-Operating Revenue (</b>	<b>2,998,458</b>	<b>2,843,908</b>	<b>1,545,000</b>	<b>1,540,000</b>	<b>1,615,000</b>
<b>Net Income (Loss)</b>	<b>(412,981)</b>	<b>(237,933)</b>	<b>(353,327)</b>	<b>(334,626)</b>	<b>(234,505)</b>



**County of Placer**  
State of California  
Operations of Enterprise Fund  
Operational Statement for the Fiscal Year 2005-06

Fund: 220 Facilities Fund						
Subfund: 600 Dewitt Development						
Budget Unit: 6200 Dewitt Development						Approved Adopted by the Board of Supervisors 2005-06 (6)
Operating Detail (1)		Actual 2003-04 (2)	Actual 2004-05 (3)	Department Request 2005-06 (4)	Recommended by C.E.O. 2005-06 (5)	
Fixed Assets						
4151 Buildings & Improvements				1,296,000	1,296,000	1,170,000
Total Fixed Assets		0	0	1,296,000	1,296,000	1,170,000